

MONETARY DIVISION  
OPERATING PROCEDURES

MONETARY DIVISION OPERATING PROCEDURE #1 - Rewritten as

MONETARY DIVISION OPERATING PROCEDURE #24

SECRET

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, ICAB  
THRU : Chief, Finance Division  
FROM : Chief, Monetary Branch

DATE: 1 November 1956

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SUBJECT: Procedure for Processing Disbursing Section Receipts

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1. In conformance with recommendation made in the recent Audit Report on the Monetary Branch, the following procedure has been adopted:

1. Between 4:30 and 5:00 P.M. daily, the two tellers turn over their receipts in cash and checks to the Custodian, who verifies them and gives each teller a hand receipt.
2. Receipts are assorted according to the account to be credited. All 114 accounts are posted to one voucher in alphabetical order. All other accounts are posted to another voucher in no special order.
3. The vouchers are totalled and checked to make sure they balance with the receipts. They are then sent to Accounts Branch.
4. No receipts which are to be debited to the 115.4 account are turned over to the Custodian. However, he makes up a separate voucher for them.
5. Receipts are placed in a separate cash box which is kept in the foreign currency safe in the vault.
6. Deposit of receipts is made approximately twice a week to the

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7. In making up deposits, checks are first separated according to payees. Those in true name are checked for endorsement. Pseudonym checks are counted, given to the proper persons for endorsement, and returned to the Custodian, who counts them to make sure all have been returned.

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9. Two adding machine tapes on checks and cash are run on each deposit, and checked to see that they balance with total receipts on hand.

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10. Two deposit slips for each deposit are made up.
  11. A voucher is prepared debiting the appropriate account (111.W or 111.9). The 100.8 account is credited.
  12. One adding machine tape and one deposit slip are attached to checks and cash to be deposited. One of each is attached to the voucher and taken to Certifying Officer for certification. ~~CONFIDENTIAL~~
  13. The processed deposit is given to the  which effects the deposit. 25X1
  14. Voucher is sent to Accounts Branch.
2. Any comments you may wish to make will be appreciated.

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